

**Board of Fire Commissioners**  
Greenfield Fire District  
P.O. Box 103  
Greenfield Center, NY 12833  
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The January 27, 2021 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:02 PM.

Flag salute, moment of silence.

**Present were:** Commissioners Chandler, Dussault, McGowan, Ramsey, Russo; D/A-Treasurer Petkus, S/K-P/A Ranck. Please see sign in sheet for others in attendance.

**RESOLUTION #39 APPROVING THE JANUARY 6, 2021 ORGANIZATIONAL MEETING MINUTES AS WRITTEN.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve the January 6, 2021 Organizational Meeting Minutes as written.

VOTE: All in favor, motion carried.

**Chairman Chandler asked for questions/comments regarding the abstract:**

Commissioner McGowan questioned the reason for RV antifreeze; it was noted it was used to re-winterize Co #3 brush truck. Brief discussion continued.

**RESOLUTION #40 APPROVING PAYMENT OF ABSTRACT #2 DATED JANUARY 27, 2021 FROM THE GENERAL FUND, VOUCHER #210011 THROUGH VOUCHER #210035, TOTALING \$70,583.15.**

A3410.1	\$ 11,774.17
A3410.2	\$ 38,109.60
A3410.4	\$ 19,728.01
A9000.8	\$ 971.37

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Total: \$ 70,583.15

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve payment of Abstract #2 dated January 27, 2021 from the General Fund, Voucher #210011 through Voucher #210035, totaling \$70,583.15.

VOTE: All in favor, motion carried.

**RESOLUTION #41 APPROVING PAYMENT OF ABSTRACT #1 DATED JANUARY 27, 2021 FROM THE BUILDING RESERVE FUND, VOUCHER #BR22001 THROUGH BR21002, TOTALING \$32,902.66.**

MOTION: Chandler

SECOND: McGowan

RESOLVED to approve payment of Abstract #1 dated January 27, 2021 from the Building Reserve Fund, Voucher #BR21001 through BR21002, totaling \$32,902.66.

VOTE: All in favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Reminder the Insurance Review meeting in next Wednesday, February 3<sup>rd</sup>.
  - Reviewed the upcoming 2021 physicals:
    - 2021 physicals must be completed between March 1<sup>st</sup> and May 31<sup>st</sup>.
    - Flyers will be posted in the firehouse bulletin boards next week.
    - Fees have increased effective February 1<sup>st</sup>, including a no-show/same day cancellation fee of \$25. Brief discussion continued.

**RESOLUTION #42 THAT IF A FIREFIGHTER DOES NOT SHOW UP FOR, OR CANCELS THEIR PHYSICAL ON THE DAY OF THEIR PHYSICAL, IT IS THE FIREFIGHTER'S RESPONSIBILITY TO PAY THE \$25 NO-SHOW/SAME DAY CANCELLATION FEE.**

MOTION: Chandler

SECOND: McGowan

RESOLVED that if a firefighter does not show up for, or cancels their physical on the day of their physical, it is the firefighter's responsibility to pay the \$25 no-show/same day cancellation fee.

VOTE: All in favor, motion carried.

- Due to COVID, blood draws will not be done at the district office. Also, in the future, if the district requests blood draws to be done at the district office, there will be additional on-site fees. Blood will continue to be drawn at one of three sites; Saratoga Hospital, Wilton Medical Arts, and Occupational Medicine in Malta. OccMed requires an appointment be made, the other two facilities are still allowing walk-ins, or firefighters can call ahead to make an appointment for their blood draw. Blood draws can begin after February 10<sup>th</sup>; scripts will be in the system by then.
- PFT tests will be completed this year, but only if firefighters bring in proof that they have received both doses of the COVID-19 vaccination. Discussion continued, including what happens if firefighters do not get their vaccinations prior to the district's deadline to complete physicals, and the email from the County regarding fit testing. It was clarified that the PFT testing is separate from the in-house fit testing, and that the email in reference to fit testing affects only those that fit test for N95 masks, which the district does not do. Questions arose regarding the effect to the cancer coverage; it was noted that the annual physical has no effect to the cancer coverage, and that there is nothing in the cancer coverage law that says the required five fit tests must be consecutive.

**RESOLUTION #43 THAT DUE TO THE COVID-19 PANDEMIC AND THE LACK OF SUPPLY OF THE COVID-19 VACCINATIONS, THE REQUIREMENT THAT INTERIOR FIREFIGHTERS MUST HAVE A PFT COMPLETED IN ORDER TO CONTINUE TO BE CLASSIFIED INTERIOR SHALL BE WAIVED FOR 2021.**

MOTION: Chandler

SECOND: McGowan

RESOLVED that due to the COVID-19 pandemic and the lack of supply of the COVID-19 vaccinations, the requirement that interior firefighters must have a PFT completed in order to continue to be classified interior shall be waived for the 2021 physicals.

VOTE: All in favor, motion carried.

- Masks must be worn during physicals.
- Joyce will be putting a packet together regarding the 2021 physicals, and requested that this be brought up at the February company meetings.
- Brief discussion regarding GML section 209i 1b and additional VFBL coverage. Joyce explained that the Board passed a resolution in May 2015 covering the firefighters and that it is still in effect. Read as follows:

“Whenever a volunteer firefighter of the Greenfield Fire District provides services under General Municipal Law Section 209-i when there is no jurisdictional officer in command present, such volunteer firefighter shall be entitled to coverage under the VFBL coverage provided by the Greenfield Fire District for the provision of such services. Upon the arrival of a jurisdictional officer in command, such volunteer firefighter shall report to such officer and offer his/her services to assist such fire company or fire department. If such offer of assistance is not accepted, then the volunteer firefighter of the Greenfield Fire District must immediately cease providing any additional service at the scene of the emergency.”

- Fire/EMS Law/Management Conference is scheduled for March 25-28/2021.
- AFDSNY Annual Meeting/Conference May 5-7/2021.
- COVID-19 LOSAP points being worked on. Brief discussion continued; added to February 10<sup>th</sup> agenda.
- Received an email that the CAD system is now working in ER; forwarded to the Chief; they are meeting this Friday.
- Need motion approving Captain Chandler to attend training in Albany. Joyce also requested that prior to signing the training requisition forms, please make sure that the firefighter has met any required prerequisites, and all the proper documentation is attached to the forms.

#### RESOLUTION #44 GIVING WALKER CHANDLER PERMISSION TO ATTEND NYSAFC REGIONAL HANDS-ON TRAINING, BEYOND THE BASICS, AT VERDOY FIRE DEPARTMENT, ALBANY COUNTY, ON FEBRUARY 6, 2021.

MOTION: Chandler

SECOND: McGowan

RESOLVED to give Walker Chandler permission to attend NYSAFC Regional Hands-on Training, Beyond the Basics, at Verdoy Fire Department, Albany County, on February 6, 2021.

VOTE: All in favor, motion carried.

- **Purchasing Agent:** Don Ranck
  - Greenfieldfd.org emails have doubled in price. My-Techs has looked into it, and they are recommending Microsoft 365, for the same price. Discussion continued; there is a one time \$600 set up fee, they will do all the migration, documentation and training if needed.

#### RESOLUTION #45 APPROVING THE DISTRICT EMAIL MIGRATION TO MICROSOFT OFFICE 365 AND THE ONE TIME \$600 SET UP FEE.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the district email migration to Microsoft Office 365 and the one time \$600 set up fee.

VOTE: All in favor, motion carried.

- Received prices for the equipment for the two new Tahoes; some on state contract. Only one radio is needed; some prices are cheaper for one Tahoe as he was able to salvage some equipment from the Chief's previous Tahoe. Still has not been able to get a price on the labor for the installations. Discussion continued; he would like permission to start ordering equipment as it may take quite some time to receive the equipment.

**RESOLUTION #46 GIVING THE PURCHASING AGENT PERMISSION TO MOVE FORWARD WITH THE PURCHASE OF EQUIPMENT AS SUBMITTED, INCLUDING FROM AJ SIGNS AND LAROSA'S, FOR THE TWO NEW TAHOES. COST OF APPROXIMATELY \$18,000 TO COME OUT OF THE PREVIOUSLY ADVERTISED PERMISSIVE REFERENDUM, PLUS \$6500 FOR THE RADIO, WHICH IS TO BE PAID OUT OF THE RADIO ACCOUNT.**

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Purchasing Agent permission to move forward with the purchase of equipment as submitted, including from AJ Signs and LaRosa's, for the two new Tahoes. Cost of approximately \$18,000 to come out of the previously advertised permissive referendum, plus \$6500 for the radio, which is to be paid out of the radio account.

VOTE: All in favor, motion carried.

- Starting gear inventory; will be handing out gear inventory sheets after meeting.
- **Treasurer:** Joyce Petkus
  - Received notification that National Grid has been overcharging for services at the Maple Avenue firehouse since February 2020. Brief discussion continued; they have issued a credit that will be applied until used up, and the account representative will be monitoring that account.
  - The QuickBooks Online payroll service that the district is currently using will be changing to QBO Payroll Core effective February 1<sup>st</sup>, which will cost an additional \$10 per month, but does have enhanced services including payroll taxes and associated forms being processed by QuickBooks directly. Brief discussion continued.
  - GASB Statement 84 goes into effect as of FY ending 2020, and is in reference to certain financial activities that need to be reported on the AUD, like LOSAP. Brief discussion continued.
  - The DEC grant money of \$1,500 has been received and will be deposited tomorrow.
  - Started working on both the annual AUD and independent audit.
  - CLIA waiver is due again this year; would like the Board to approve the \$200 fee.

**RESOLUTION #47 GIVING THE TREASURER PERMISSION TO PAY THE CLIA WAIVER FEE OF \$200.00.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to give the Treasurer permission to pay the CLIA waiver fee of \$200.00.

VOTE: All in favor, motion carried.

**Firefighter/Auxiliary Applications for Membership/Requests for Change in Membership:**  
None.

**Report of the Chief – Jonathan Davis:**

- Not present at this time.

**Reports from Companies:**

**Company #1 – A/C Coffey**

- New meeting room is looking good.
- Would like some equipment stickers; Don to order.
- Questioned the status of 262 on spot chains. No one is aware of the issue; Commissioner Russo questioned if they are included in the PM service. Discussion continued.
- Thanks to Don for putting the fans in 262.
- Would like slop sink in the EMS room fixed. Would also like the one in the maintenance shop set up.
- Questioned if the lock was ever put on the EMS door. Joyce noted the security has been installed and Captain Marshall handed in a list of who should have access to the door. She was planning on speaking to the Chief about it on Friday. Discussion regarding the complexity of assigning security to certain people, also that the Board did away with company EMS coordinators. Question also arose regarding putting a lockable handle on that room as it is the Decon room. Discussion continued.
- Commissioner Ramsey questioned if the chains should be checked on the other apparatus. It was noted there is supposed to be a yearly service done on them. Commissioner Chandler noted he will speak to the Chief.

**Company #2 – Captain W. Chandler:**

- Status quo.

**Company #3 – D/C Ellsworth:**

- All good.

**Company #4 – Lt. Mullen**

- All good.

**District EMS Coordinator Report: Christian Alvord**

- EMT class has started at Co #1. Brief discussion continued.
- Recently spoke with Dr. Case, Nash and Jamie at WEMS; Dr. Case approved Epi check and inject. Will need to secure them in locked bags that only EMTs that have received proper training can access. Also includes permission for Narcan and CPAP that all EMT's are already annually trained on. Would like permission to move forward.

**RESOLUTION #48 ALLOWING THE EMS COORDINATOR TO MOVE FORWARD WITH EPI CHECK AND INJECT, NARCAN AND CPAP.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to allow the EMS Coordinator to move forward with Epi check and inject, Narcan and CPAP.

VOTE: All in favor, motion carried.

**Report of the Training Committee – Captain W. Chandler**

- Status quo.

**Reports of the Commissioners:**

- Dussault
  - Would like to know if the district would cover re-lettering and painting of 291 to match the other apparatus. If not, they voted on it at the last meeting to incur the cost. Commissioner Chandler questioned what is wrong with the truck; Lt. Mullen noted they would like the lettering to match the font on the other trucks and have the top half of the cab painted white to match the trucks. Commissioner Chandler noted he is against it. Brief discussion; Co #4 to get quotes to submit to Board for review and discussion.
- McGowan
  - Would like Terry Hannigan to attend the February 24<sup>th</sup> meeting for an update on 273; Joyce to contact him. Commissioner Chandler noted they are looking for a quarterly update.
  - Thanks to the Board, Don and Joyce for getting the security access installed on his office door.
- Ramsey
  - Has done some research on the solar panel issue and will be drafting a letter to the Planning Board.
- Russo
  - Discussion regarding the quote received from Vander Molen in reference to the stokes basket for 293. Cost is \$4,000.00. Don to look into other quotes/options.
- Chandler
  - Nothing at this time.

### **Reports of the Town Board/Planning Board Liaisons**

- **Town of Wilton:** Dussault
  - Approved an agreement with the Sheriff's department to have a deputy in the area.
  - Appointed Richard Spackmann to the Ethics board.
  - Zoning and Planning Board made their appointments as well.
  - Heard Kirk Woodcock will be retiring.
  - Spectrum is putting in a building by the Aldi's.
  - Farrone would like to subdivide the exit 15 north wood lot.
- **Town of Greenfield:** Ramsey
  - Large development may be built on the corner of S. Greenfield and Bump Hill Roads.

### **District Policy Review:**

- Code of Conduct: Discussion on some wording; Joyce to contact Attorney for guidance. Moved to the February 10<sup>th</sup> agenda.
- Code of Ethics: no changes made.
- Meeting Conduct: no changes made.
- UAS (Drone): discussion regarding changes made by Commissioner McGowan. Commissioner Ramsey questioned the reasoning behind limiting the number of people to two per company; it was noted they did not want a lot of hands on it and there is no need to have many people qualified to fly it.

## **RESOLUTION #49 APPROVING THE CHANGES TO THE UAS POLICY AS SUBMITTED.**

MOTION: McGowan

SECOND: Chandler

RESOLVED to approve the changes to the UAS policy as submitted.

VOTE: All in favor, motion carried.



Joyce noted that there are two new required policies; Labor Law policy addressing declared public health emergencies related to communicable diseases and OSC required Breach Notification policy. Brief discussion continued.

### **Special Topics of Discussion/Final Comments:**

- Explorer Program update by Captain Chandler, including the following:
  - Received an invoice for the online training the committee had to take, a total of 13; given to the Treasurer.
  - The committee met recently to talk about getting an account for a Facebook Explorer Post.
  - Form has also been received regarding parent authorizations to take pictures.
  - Confirmed the Board is still okay with using the old gear for the Explorers, and there is a line item in the budget for 2021.
  - Would like the district to bring in someone for the students to take the 5-hour driving course and to pay for the cost of the class; the Board would like to see a price for that when the committee gets closer to setting it up.
  - Would also like the committee members to have district emails. Brief discussion continued; Joyce suggested that one generic email be created for the Explorer Post to save on cost. D/C Ellsworth also noted that when emails are sent to the explorers, it should also be sent to the parents. They will be working on getting all the parents' emails.
  - Twin Rivers Council is responsible for, and custodian of, the Explorer applications.
  - If there is an alarm during an Explorer Post training, one person needs to stay back with the group, and if there is a female explorer, a female must also stay behind.
  - There is a \$6.42 fee included in the cost of the insurance to join the program. If the explorers are taken to the training center, it takes up to two weeks to get the COI for the \$2 million policy; but the \$1 million dollar policy they can get right away. Brief discussion; Commissioner Chandler noted that the district should probably have some sort of proof on insurance on file; Captain Chandler to double check.
  - Commissioner Russo questioned how the Explorers would be transported if they were to go to the training center; Captain Chandler noted they are allowed to ride in district apparatus as they are covered under the insurance; they are not allowed to come to active scenes.
  - The Explorer program is a year-round program, they are close to starting, and they plan on meeting two times per month. Question asked on how to transition someone who joins after the program has started; Captain Chandler will bring back to the committee for an answer.
  - There is no limit on the number of membership, but there are currently eight that will be starting the program.
  - President Gibbins noted that currently due to the district's COVID-19 restrictions, Co #1 Boy Scout Troop is not allowed to meet at the firehouse; how does this affect the explorer program? Commissioner Chandler noted it is exempt from the restriction as it is a training program. D/C Ellsworth noted the Explorer program is part of the Greenfield Fire District.
  - A/C Barss and Captain Chandler are working on a policy; asked if Commissioner McGowan would assist.
- Captain Thurman requested four gear bags for when people go to classes. Cost is approximately \$50-70 each. Added to next month's meeting agenda.

### **RESOLUTION #50 DISPENSING WITH THE READING OF THE MINUTES.**

MOTION: Chandler

SECOND: Dussault  
RESOLVED to dispense with the reading of the minutes.  
VOTE: All in favor, motion carried.

Motion was made by Commissioner Chandler with a second from Commissioner Dussault to adjourn the meeting at 8:29 PM. All in favor, meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus".

Joyce A. Petkus  
District Administrator/Treasurer